



# ***DCMA Workforce Strategy***

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***Presented By:***

***Steve Uehling, Acting Director,  
DCMA-HRW  
June 2000***

- **To provide information on the latest DCMA**

**workforce initiatives**

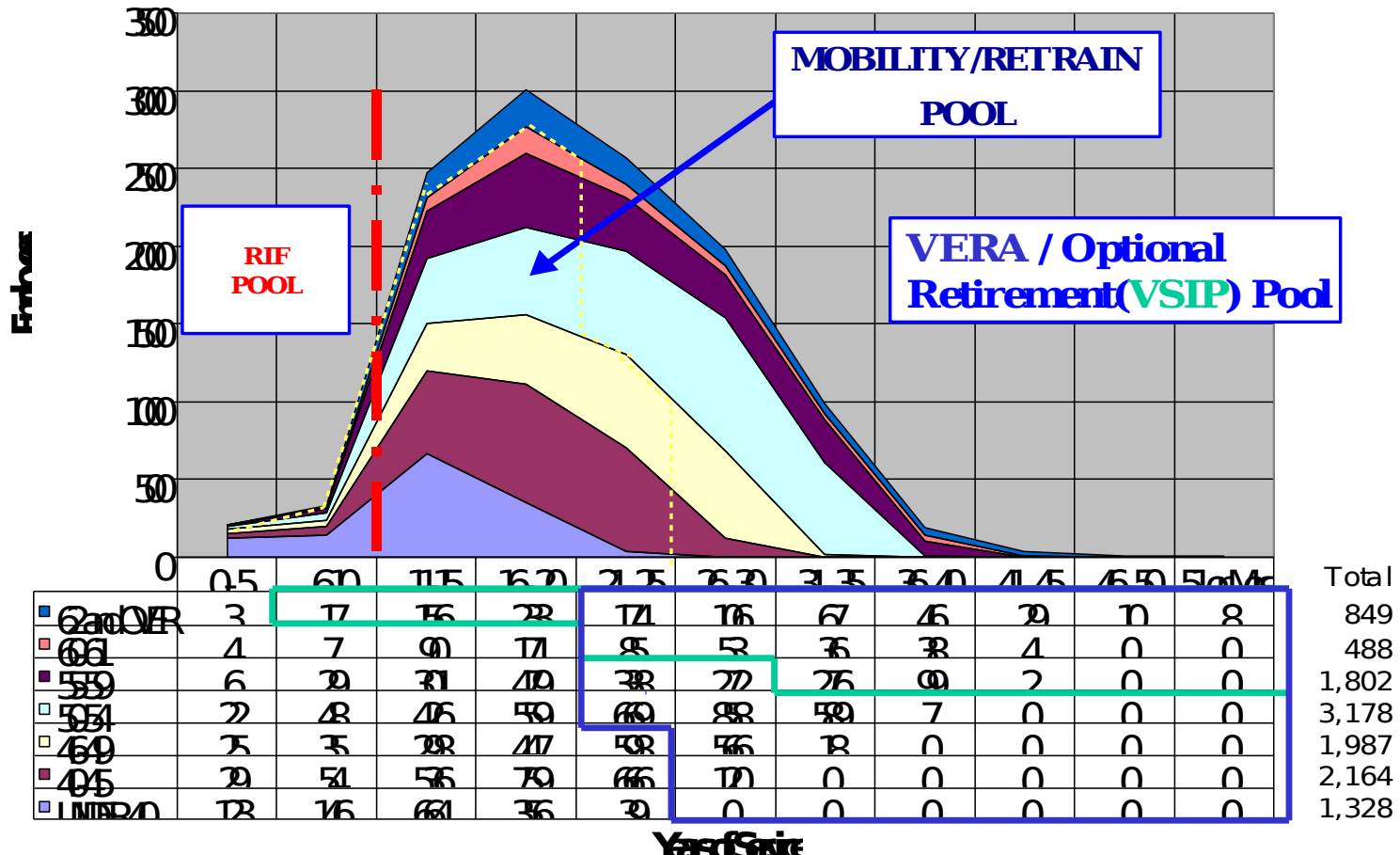
***DCMA Intern Program***

***Military Personnel***

***Career Development***

- ▣ **Individual Development Planning**
- ▣ **Developmental Opportunities**
- ▣ **Tuition Assistance**
- ▣ **Employee Training Metrics**
- ▣ **DAWIA/DAU**

# Agency Workforce Demograph



*New hires are needed as our workforce becomes increasingly*

- **Current Program**

- Three year curriculum*

- 17 Interns -- First participants graduate Fall 2000*

- **Assignment of permanent duty stations underway**

- Managed by the Personnel Development Center (HQ)*

- **Current level of activity will not support**

- We need to attract new talent to fill resource gaps***

**future workload requirements**

# **FY 00 -- *Hiring New Entry Level Employees***

- **FY 00 -- Expanded Program**

***Goal: Hire up to 432 candidates by September 30, 2000***

***Aggressive recruitment began in April 2000***

- **Using OPM and HROC -- internal and external candidates**
- **Second cut-off -- announcements open thru June 30, 2000**

***Over 2400 applications received the first month***

- **Full enrollment projected at**
- by **FY 02****



# Hiring New Entry Level Employees

- **FY 00 Program Execution**

*DCMA Personnel Development Center (DCMAC-I)  
provides program management*

*DCMDE HR provides Personnel Servicing  
Supervision -- locally at CMOs*

- ♦ *responsible for HR functions; program adherence;  
career advice*

- **Current Activities**

*Crafting program guidance for EDB approval*

*Districts establishing FY 01 requirements*

*Curriculum update underway*

- **Standardizing IDPs for career series**
- **Negotiating DAU quotas needed for Level I certification**

*Orientation for Local Coordinators -- July 25, 2000*

**DCMA POC: Mr. Willie Foreman (Acting PDC  
Director),**

**(703) 767-2351**

- **Taking care of our colleagues in uniform**

- Active Duty and Reserves*

- TRICARE*

- Relocation*

- Quality of Life*

- Professional Development*

- **Reserve Initiatives**

- Zero-based review near completion*

- Building a requirements/skills database*

- One Book Chapter posted*

**DCMA POC: Major Steve Minnich, USAF, Military Personnel Team,**  
**(703) 767-9663**

***Maximize access to civilian  
and military training and  
career development  
opportunities through  
enhanced information and  
integration of training and  
development programs***

***Training needs are articulated through  
the individual development planning  
process ...***



# Individual Development Planning

- Re-defining the current process
- Top down approach

*Appropriate to the employee's stage of development within the career development framework*

*Based on requirements essential to mission and career development*

*Content must be attainable and realistic:*

- Job related
- Within budget
- Prioritized

*Use of career development guides, training matrices*

*Approach helps reduce likelihood of IDPs being "wish lists"*

- Training requirements in the IDP are tracked in the Training Application (TA)

*Employee development -- not only an individual's responsibility, but also management's responsibility*



- **Process Improvement**

- Defining the “top-down” approach*

- Developing Career Guides -- to define career tracks for DCMA employees*

- Completing Training Matrices*

- Draft guidebook being written*

- Developing a standard format for use DCMA-wide*

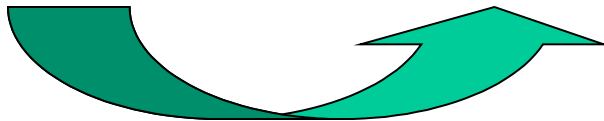
- Tracking system for training requirements
- Fulfills several roles:
  - Recording training needs and completions*
  - Allocating class quotas*
  - Monitoring cost of training events*
  - Formulating the training budget*
- Transition to the DoD Modern System tentatively planned for late 2000
- Data integrity clean-up currently underway

## Career Development Framework

**Entry-level  
Development  
GS-5/7/9**

**Mid-Level  
Development  
GS-11/12/13**

**Executive  
Development**



**Focus:** Career Enhancement  
Tuition Assistance  
DAWIA Level I  
Entry level (intern)  
PEP  
USDA programs

Leading to ... Leadership Development  
PEP, MLDP, DLAMP  
DAWIA Levels II and III  
Long-term developmental programs  
OPM courses

- **Annual data call established**  
*For all centrally funded opportunities*  
*Reduces, but does not eliminate, the need for many short-term suspenses*  
*DCMA Executive Development Board selects final applicants*
- **FY 00 Participation**  
*Annual Data Call: 44 employees*  
*Other: 30 (DLAMP, MLDP, etc)*  
*Total employees: 74*  
*Total investment: \$1.1 M*
- **FY 01**  
*DCMA will continue to offer opportunities previously funded by DLA, plus new opportunities*  
*EDB will finalize the strategy for leadership development*

- **Outlined by Information Memorandum 00-88**

*Info memo on the DCMA Homepage*

*\$188 maximum per credit hour*

*Must be job or mission related*

*Document on IDP*

*Submit requests 30 days prior to start date*

*Courses must be taken for academic credit*

*Must obtain passing grade of "C" or higher*

- **Spent \$260K in FY99**

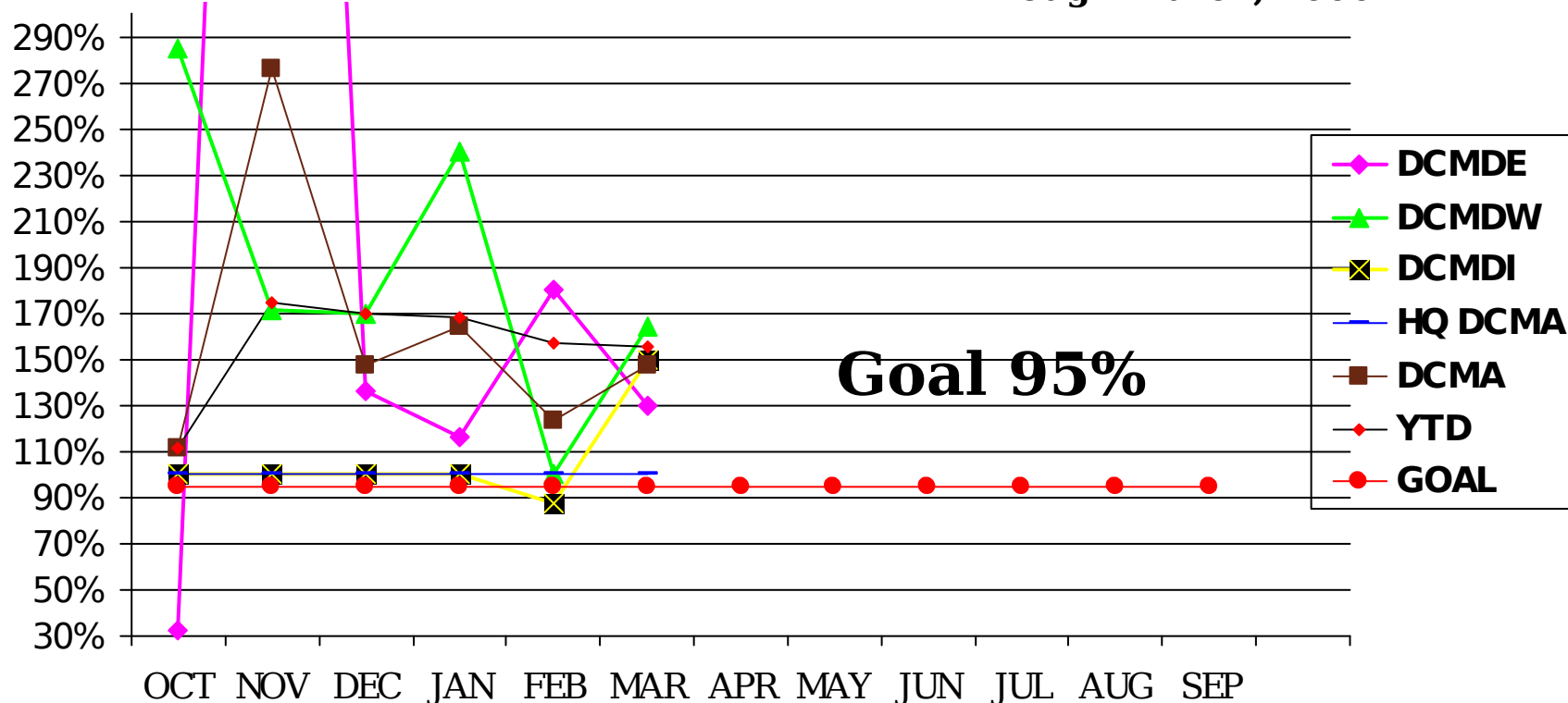
- **Business Plan Metric:**

***Achieve a 95% utilization rate for all Defense Acquisition University (DAU) quotas received***

- **FY 00 Goal/Target: 95% Quota Usage**
- **FY 00 to Date: 155% Quota Usage**

# DAU Quota Execution

## Through March, 2000

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- FY00 Outlook:

*155% Agency wide execution first six months  
Over 100% execution is achieved by Districts  
and CMOs obtaining vacancies off the DAU 45  
day list*

- The 4th Estate Defense Acquisition Career Manager (DACM) requests use of the 45 day list be restricted to priority one fills
- The DACM committed to providing TDY funds for DCMA's continued overexecution this fiscal year
- The DACM will follow-up with DAU on DCMA's request for additional baseline quotas in FY01

**Business Plan Metric: Increase the percentage of personnel that are DAWIA certified to level I (70%), level II (90%), and level III (98%). Maintain or exceed certification levels by position categories.**

**FY 00 Goal/Target:**

*Level I (70%)*

*Level II (90%)*

*Level III (98%)*

**FY 00 Mid Year Results:**

*Level I - 30.5%*

*Level II - 92.4%*

# Employee Training Hours

**Business Plan Metric: Achieve a benchmark standard of 40 training hours per year per employee.**

## **FY 00 Goal/Target:**

***40 hours of training per year per employee***

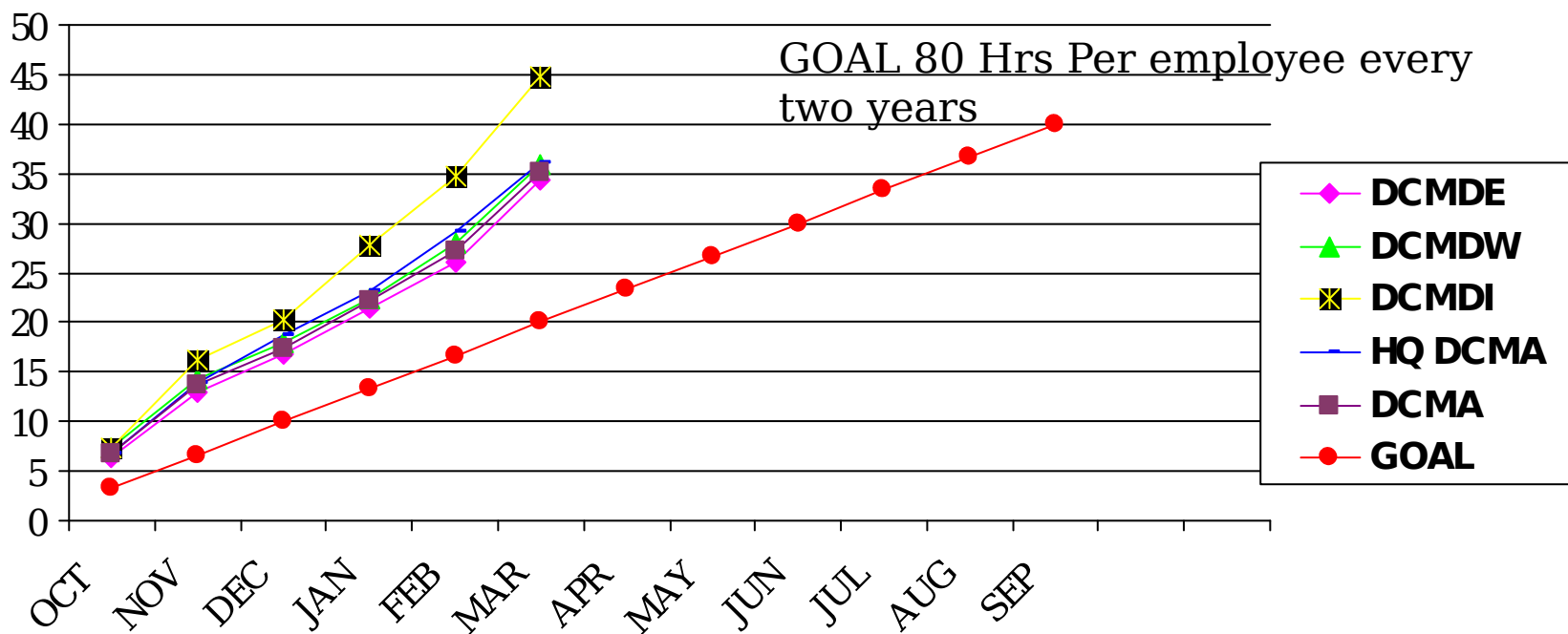
***100% of employees will receive 40 or more hours training***

## **FY 00 Mid Year Results:**

***35.04 average hours per employee***

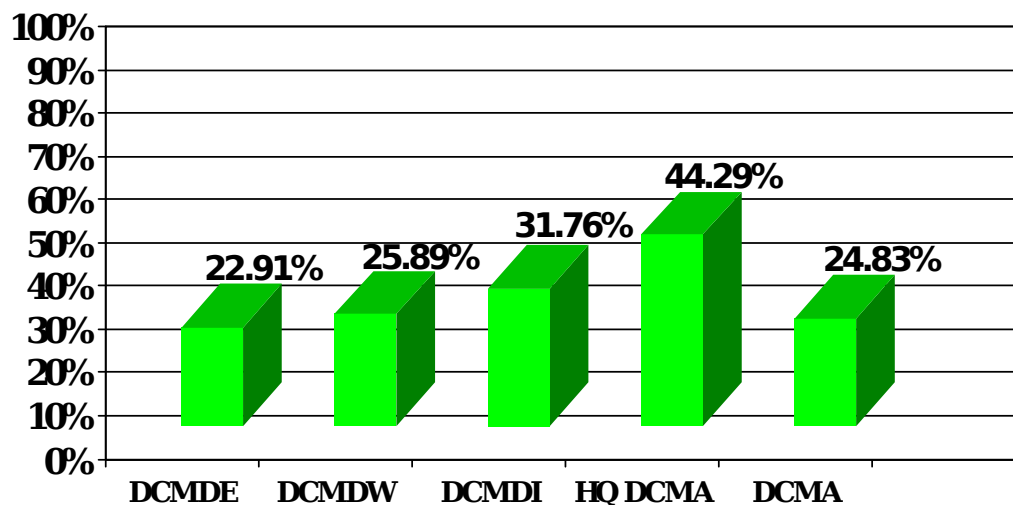
***24.83% of employees used 40 or more***

# Training Hours Per Employee Per Year



	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
DCMDE	6.44	13.02	16.82	21.48	26.04	34.41						
DCMDW	7.27	14.23	17.92	22.41	27.99	35.98						
DCMDI	7.42	16.18	20.36	27.8	34.81	44.78						
HQ DCMA	6.74	13.96	18.7	23.25	29.10	36.01						
DCMA	6.83	13.68	17.46	22.19	27.31	35.04						
GOAL	3.33	6.66	10.00	13.33	16.66	20.00	23.33	26.66	30.00	33.33	36.66	40.00

# Employees using 40 or more Training Hours



Through Mar, 2000

■ 2nd Qtr Fy 00

	FY 00	FY 00	FY 00	FY 00	FY 00	
#empl using 40+training hrs	1433	1272	188	62	2955	
Total number of empl on board	6255	4913	592	140	11900	
% empl using 40+training hrs	22.91%	25.89%	31.76%	44.29%	24.83%	

- **Progress:**

*The newly formed EDB is focusing senior leadership attention on workforce development. Expanding the hiring and training of entry level employees will meet the Agency's current and future workload needs. Overexecuting DAU class quotas strengthens DCMA's hand in pursuing a larger initial allocation of seats. DAWIA certification among Agency employees continues to be a priority.*

- **Challenges:**

*We must move to a "top down" approach to building IDPs.*

- **Requires creation of career path guides aligned by job series.**

*Colleagues and supervisors must actively encourage all DCMA employees to pursue at*